Grantee User Account Request Form to access the SF-429 forms

Instructions: Please complete the ENTIRE request form and return to your assigned Grant Specialist.

Request Type (choose one):

__New Account   __Change to Existing Account   __Closure of Existing Account

If you have an existing GrantSolutions account, please provide the User Account Name:_____

Contact Information:

First Name:_____ Last Name:_____ Title:_____

Grantee Organization:_____ Grant Number (optional):_____

Phone:_____ Email:_____

Address:_____ City_____ State_____ Zip_____

Are you the Primary Contact (yes/no):_____

Employee Type (choose one):

__Grantee Staff   __Grantee Contractor   __Grantee Auditor

Role Designation Type (choose one):

__Authorized Official   __Grant Director   __Data Entry Person   __Grantee Administrator   __View-Only

Grantee Job Types and Descriptions:

Job Type	Description
Grant Administrator	Assigned all grantee roles.
Grant Director	Default roles are view-only and certify, which means they can view and electronically sign forms.
Authorized Official	Default roles are view-only and certify, which means they can view and electronically sign forms.
Data Entry Person	Default roles include adding file attachments, creating new forms, deleting forms, editing existing forms, and viewing and printing forms.
View Only User	Default roles are view and print forms.

Note: Submit and Unsubmit can be added to any Job Type. Only Grant Administrator has these roles by default.

Do you want the additional job type roles to submit and unsubmit the forms (yes/no):_____

Notifications:

Do you wish to be notified when the forms are submitted (yes/no)? _____

(see next page for ACF Grant Programs)

ACF Grant Programs (choose all that apply):

Office of Head Start
  __ **All identified Office of Head Start grant programs listed**
  __ BF – Birth to Five
  __ HP – Early Head Start – Child Care Partnerships
  __ CI – Head Start Indian Grants
  __ CM – Head Start Migrant Grants
  __ CH – Head Start Projects
  __ SD – Sandy Disaster Relief
  __ HI – Early Head Start Indian - Child Care Partnerships
  __ HM – Early Head Start Migrant - Child Care Partnerships

Office of Community Services
  __ **All identified Office of Community Services grant programs listed**
  __ EE – Community Economic Development
  __ SSBG/DIS – Social Services Emergency Disaster Relief
  __ CSBG – Community Services Block Grant
  __ SSBG – Social Services Block Grant

Office of Child Care
  __ **All identified Office of Child Care grant programs listed**
  __ YN – Native Hawaiian and Nonprofit American Indian Organization Child Care Grant
  __ CONST – CCDF Tribal Construction